

DAU APPLICATION INSTRUCTIONS

FOR MANDATORY GPC ON-LINE TRAINING

To create a reservation in a Defense Acquisition University (DAU) course, go to the registration portal link <<http://www.dau.mil/registrar/Military%20personnel%20Welcome.asp>>, and click on the component or category that best represents you. Once you have selected your respective link, you will be routed to a page with abbreviated instructions. In the middle of this page, there will be a blue link saying "APPLY FOR COURSE NOW", click on it. This link will bring you to your respective Application System.

From here you will need to click on "Apply for Training" link on the left hand side of the page. Enter in your Social Security Number, Date of Birth, and category (**AITAS USERS - Please note, for all Continuous Learning Modules you will need to select the "Continuous Learning Modules" Category highlighted in bright green at the top of the drop down box**) and press the "Logon" button. The system will ask you to verify your personnel information, if everything is correct, you may click on "OK". If this is the first time you have logged into the Application System you will be asked to Create a user profile. You are required to enter in the Airport Code for internet training courses. Once you have entered in all the required information, click on the "Update Profile" button at the bottom of the screen. Unless you receive the message that says your profile has been successfully updated, your profile has not been accepted by the system. Please check for any error messages.

Once your profile has been created, you will need to click on the link to the "Main Menu". From here, you will need to click "Apply for Training". The first step in the application is choosing a Fiscal Year. The second step is your category, which may already be filled in for you. Step Three is choosing the course. All the courses are listed in the Dropdown Box. Once you have selected the course, click on

"Search". This will pull up the course locations (if it is an Internet Training course the location will be a web address). Click on the location that you would like. This will list the classes for that location. Click on the class number that you would like to attend (for internet training courses the class number is defaulted to 301, and the date is To Be Determined "TBD"). After clicking on the class number you will be shown your profile/application. Once again

ensure that all the information is current and accurate, and then click on the "Submit Application" button on the bottom right hand side of the display. If you do not receive a pop-up message saying that your application has been submitted successfully, you are more than likely receiving an error message. Please check your profile and correct any missing/incorrect information.

If your training application is approved you will receive an email from DAU with the information you need to begin the training. For any Continuous Learning Training, your courses are automatically approved. You should receive your "Welcome to Course" email from DAU within 24 hours for these courses.

If you need further assistance please feel free to call at the below numbers:

ATRRS Help Desk

Kama Egeland

(703) 695-2353 DSN 225-2353

(703) 695-2060 DSN 225-2060

FAX: (703) 645-0432

DSN 224-6300

attrshelp@hqda.army.mil